



# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD, SUITE 1000 • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2299 FAX (213) 637-0823

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

January 14, 2005

To: All Department Heads

From: Michael J. Henry  
Director of Personnel

Subject: **PERFORMANCE EVALUATION REPORT**

We are requesting your assistance in completing the Performance Evaluation Summary Report. This report is for the six-month period **July 1, 2004, through December 31, 2004**, and is due by **Thursday, February 10, 2005**.

As you know, this data is collected for each six-month period ending December and June. As reported in our September 29, 2004 memo to the Board, the data collected for the period ending June 30, 2004, showed an overall average of 90% completed Countywide. We have attached, for your convenience, a copy of the Status Report form, which includes a signature box for Department Heads to ensure that you can easily monitor the progress in your department. Review of MAPP evaluations will be handled separately at the completion of our annual evaluation cycle.

Additionally, my staff continues to provide Performance Evaluation Workshops in response to departmental interest in preparing supervisors to manage performance and write the Annual Performance Evaluation Report.

If you have any questions regarding completing the attached form, or wish to inquire about training, please call me or have your staff contact Howard Phillips at (213) 738-2232, or Lisa McClough at (213) 738-3448.

MJH:TJH  
LT:LM

Attachment

c: Each Supervisor  
Administrative Deputies  
Personnel Officers

## PERFORMANCE EVALUATION STATUS REPORT – SIX-MONTH SUMMARY

Department:	Reporting Period: January - June 2004	Date Submitted:
Contact Person:	Title:	Phone Number:
Approved By:	Title:	Phone Number:
Department Head (Signature)		

Number of annual and probationary evaluations due for this period: \_\_\_\_\_

Of those due, number of evaluations completed for this period: \_\_\_\_\_

Number of evaluations completed by rating:

RATING	ANNUAL	PROBATIONARY
Outstanding		
Very Good		
Competent		
Improvement Needed		
Unsatisfactory		
<b>TOTALS</b>		

Please submit by **Thursday, February 10, 2005** to:

Lu Takeuchi, Sr. Human Resources Manager  
 3333 Wilshire Blvd., Suite 350  
 Los Angeles, CA 90010  
**Fax: (213) 637-0823**

**NOTE: THIS FORM NOW SUPERSEDES THE PERFORMANCE EVALUATION PORTION OF THE DISCIPLINARY ACTION REPORT – SIX-MONTH SUMMARY**

If you have any questions regarding this form, please call Howard Phillips at (213) 738-2232 or Lisa McClough at (213) 738-3448.

*To Enrich Lives Through Effective and Caring Service*